

**POSITION TITLE:** Administrative Support Clerk

**LOCATION:** Charlotte, North Carolina

**CLOSING DATE:** February 8, 2022

**STARTING SALARY RANGE:** CL 23-24 (\$36,361 - \$50,342 depending upon qualifications and prior experience)

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### Description

The United States Bankruptcy Court for the Western District of North Carolina has an immediate opening for an Administrative Support Clerk. The position requires a quick-thinking, self-reliant, adaptable, and engaging individual who enjoys collaborating with a hard-working, dynamic, energetic team. Duties will be progressively responsible as the needs of the office change.

### Representative Duties

- Assist administrative department in a variety of administrative matters regarding operations, finance, procurement, and personnel.
- Arrange travel and prepare travel vouchers for payment reimbursement, ensuring accuracy and compliance with government travel regulations.
- Review and prepare purchase orders and obligations in the Judiciary Integrated Financial Management System (JIFMS), as well as follow up on outstanding purchase orders and processing payments of invoices.
- Review and process time certifications and approved leave requests.
- Assist in preparing monthly and annual administrative reports for submission.
- Advise management of anticipated needs for Clerk's Office.
- Oversee office supplies, ordering and restocking.
- Handle vendor issues and disputes.
- Assist with daily activities such as uploading receipts and reconciling financial records.
- Assist with scheduling and coordinating offsite meetings or training events.
- Process PACER exemptions.
- Assist Clerk of Court and Chief Deputy Clerk with any administrative matters, such as copying, answering/returning phone calls, drafting letters, etc.
- Travel to divisional offices may be required.
- Perform other duties as assigned.

### Qualifications

High School diploma or equivalent required. Candidate must have at least three years of general experience, and at least two years of progressively responsible administrative experience. Some higher education may be substitute for experience. Experience with accounting, purchasing, and general office management is preferred. Computer skills and knowledge of Microsoft Word and Excel spreadsheets, exceptional interpersonal and organizational skills, and excellent written and oral communication skills are required.

### Desired Skills

This position requires the candidate to be versatile and always present a professional demeanor and appearance, possess strong organizational, analytical, and oral/written communication skills. The ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines, are essential. The ability to optimally perform all requirements as needed, while maintaining an outgoing, approachable, personable, and fun attitude is highly desired.

### How to Apply

Applicants who meet the qualifications must submit in **one PDF attachment**:

- Cover Letter
- Resume
- AO-78 Application for Judicial Employment, which can be found [here](#).

### **INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED**

Complete application package should be submitted as **one PDF attachment** via email to [employment@ncwb.uscourts.gov](mailto:employment@ncwb.uscourts.gov) by close of business on **Tuesday, February 8, 2022**.

### Benefits

A generous benefits package is available and includes the following:

- A minimum of 11 paid holidays per year
- Paid annual and sick leave
- Retirement benefits
- Paid travel
- Schedule flexibility upon successful completion of probationary period
- Optional participation in Thrift Savings Plan
- Optional participation in Federal Employees' Health Benefits

- Optional participation in Supplemental Dental and Visions insurance
- Optional participation in Federal Employees' Group Life Insurance
- Optional participation in Flexible Benefits Program
- Optional participation in Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service
- Potential for paid parking
- Potential for limited remote working
- Potential for advancement and increased responsibility

### **INFORMATION FOR APPLICANTS**

Applicants must be U.S. citizens or eligible to work in the United States.

The candidate selected for this position is subject to a full fingerprint and background records check, a six-month probationary period, and mandatory electronic direct deposit of salary payment.

Employees are required to adhere to the Code of Conduct for Judicial Employees.

Employees of the Bankruptcy Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

The Bankruptcy Court is an Equal Opportunity Employer.

Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.